

CONTROL NO.

REPORTS INVENTORY

DDS/OC-004

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Yearly Accomplishments

2. TYPE
OF
REPORT

STATISTICAL

XX NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

XX COMMUNICATIONS

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

1

Annually

1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo

XX YES

IF YES GIVE ADP PROCESSING NO.

XX NO

At direction of DDS

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OC-CCD/CCL

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
13, Step 3	\$ 8.50		12		\$103.00		1		\$103.00
14, Step 3	10.07		12		121.00		1		121.00
16, Step 5	14.46		1		14.00		1		14.00
5, Step 5	3.57		6		21.00		1		21.00
TOTALS									\$259.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

By direction.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

XX RETAIN AS IS

OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

DISCONTINUE

STAT

15. DATE OF INVENTORY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090022-4

16. EXTENSION

7 Oct. 70